

At Everbright Securities International, we serve with professionalism and integrity. More than a claim, this describes the way we do business. As a leading financial services institution and an international business platform of Everbright Securities Company Limited (SSE: 601788, HKEX: 6178), Everbright Securities International offers a full-fledged financial platform that provides excellent world-class financial products and superior solutions for our clients. With a solid foundation and history of excellence since 1969, we operate five key businesses, Wealth Management, Corporate Finance & Capital Markets, Institutional Business, Asset Management, and Investment & Financing, serving individual, corporate and institutional clients in Hong Kong, Macau, Mainland China and the U.K.

Our all rounded product and service suite, and our solid track record of delivering a steady return on equity while being committed to staff development, present enormous prospects for talents.

Now an exciting opportunity has arisen for a high-calibre professional to join our dynamic team for a rewarding career:

Associate, Business Management

Ref: ASSO/BM/IN

Responsibilities

- Assist in the annual due diligence process between the company and external business partners, mainly financial institutions.
- Perform secretarial services in the WM&B committee including but not limited to PowerPoint preparation, schedule coordination, data consolidation and drafting meeting minutes
- Work closely with business intelligence teammate(s) to generate critical business data and outline PowerPoint for meeting or presentation purposes
- Provide ad hoc support to SVP, Business Management within the scope of the WM&B business

Requirements

- Degree holder in Business Administration, Business Management, Finance or related discipline
- Minimum 2 years' of relevant experience administrative support with financial services industry or relevant quality secretarial exposure
- Detail-minded, responsible and attentive
- Good interpersonal and communication skills, able to work independently
- Proficiency in MS Office applications
- Good command of both written and spoken English and Chinese. Fluency in Putonghua an advantage

We offer a competitive remuneration package to the right candidate. If you are interested in the post, please send your resume together with your **present and expected salaries** through online application by clicking the "QUICK APPLY" button.

[Quick Apply](#)

[Share](#)

For more information about our company, please visit www.ebshk.com.

We are an equal opportunity employer and welcome applications from all qualified candidates. All applications will be treated in the strictest confidence. Personal data provided will be used for recruitment purposes only. The job applicant will assume all or any risks arising out of or in connection with the job application transmission process prior to our actual receipt of the same including but not limited to accidental or unauthorized loss or disclosure of personal information, to which we will not be responsible in any way.

Under the Personal Data (Privacy) Ordinance, you may request access to, and / or correction of your personal data in relation to your application. If you wish to do so, please email to hr@ebshk.com.